



## **FULL COUNCIL MEETING**

### **DRAFT MINUTES**

September 16, 2011

9:00 a.m. – 12:00 p.m.

Arizona Department of Administration

100 North 15<sup>th</sup> Avenue, 3<sup>rd</sup> Floor Conference Room

Phoenix, Arizona 85007

A meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on September 16, 2011 at the Arizona Department of Administration Building, Third Floor Conference Room, 100 North 15<sup>th</sup> Avenue, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the DDPC.

### **MEMBERS PRESENT IN PERSON**

Will Humble, Chair  
Karla Phillips, Vice Chair  
John Black  
Susie Cannata  
Monica Cooper  
David Copins  
Madeline Corzine

Marv Lamer  
Tim Martin  
Matt McMahon  
Edward Myers  
Rosemarie Strout  
Rhonda Webb  
Greg Devorce

### **MEMBERS PRESENT VIA TELEPHONE**

Barbara Brent  
John Eckhardt, until 11:00 am  
Charles Ryan

### **MEMBERS ABSENT**

Lisa Ashton  
Richard Carroll  
Leslie Cohen

Elmer Saufkie  
Joyce Millard Hoie  
David Cutty

### **GUESTS**

Christy Hayes, attending with Matt McMahon

### **STAFF PRESENT**

Larry Clausen  
Lani St. Cyr

Marcella Crane  
Shelly Adams

**A. Call to Order**

Chairman Humble welcomed everyone to the Council meeting noting that three new Council members were recently appointed. Council members were asked to introduce themselves. The meeting was called to order at 9:03 am with 17 Council members in attendance.

Conflict of Interest:

Chairman Humble asked the Council members to review the agenda and disclose their conflict of interest. Noted are the following:

Tim Martin will abstain from voting on agenda item F: RFGA Recommendations.

Ed Myers will abstain from voting on agenda item F: Arizona Center for Disability Law.

Will Humble will abstain from voting on agenda item F: Employment Video Project.

**B. Approval of Minutes**

The July 29, 2011 minutes were reviewed.

- A motion was made by John Black to approve the minutes.
- The Motion was seconded by Barbara Brent
- Discussion: Karla Phillips clarified what was recorded in the July 29, 2011 minutes regarding the Integrated Employment Conference. She stated that the intent of the project was not to provide services but more about policy.
- The motion carried.

**C. Special Presentation**

Will Humble presented a plaque recognizing Monica Cooper for her outstanding attendance at Council meetings. Ms. Cooper was appointed in September 2009 and has not missed one full Council meeting. Her participation is greatly appreciated.

**D. 2010 Funds Waiver Request**

ADD Commission Sharon Lewis approved our request for a one year no cost extension for federal fiscal year 2010 funds. A formal notification letter will be forthcoming to the Council.

**E. Budget Update**

Lani St. Cyr, Fiscal Manager, presented that a total of \$654,214 of 2010 funds needed to be obligated by September 30, 2011. There were projects totaling \$495,786 to be voted on by the Council and pending approval. With approval of all pending projects there would be a remaining total of \$158,428 to be spent with the approved waiver extension through September 30, 2012. The Council still had \$1,473,600 of 2011 funds to be spent by September 30, 2012. The process of expenditure correcting 2010 dollars to liquidate 2009 funds had begun.

**F. Grants/Budget Committee**

1. RFGA Recommendations.

In order to review the recommendations from the RFGA Evaluation Committee and in accordance with A.R.S. § 38-431.03 (A)(2), the DDPC entered into Executive Session.

- Motion to enter into Executive Session made by Susie Cannata.
- Motion seconded by Matt McMahon.
- Motion carried, and the Council entered into Executive Session at 9:35 a.m.

Per A.R.S. § 38-431.03 (A)(2), Executive Session Minutes are not public documents.

- A motion to end Executive Session was made by Edward Myers.
- Motion seconded by John Black.
- Motion carried, and the Council ended Executive Session at 10:20 a.m.

At the conclusion of Executive Session, three RFGA proposals were brought to a vote. Each contract will be in place from October 1, 2011 through September 30, 2012.

Motion 1:

- A motion to approve the proposal from Southwest Institute for Families and Children. Proposal will address Self-Advocacy and Support Project. Motion for funding was made by Edward Myers.
- Motion seconded by Matt McMahon.
- Motion carried.

Motion 2:

- A motion to approve the proposal from Special Olympics Arizona. Proposal will address Wellness Education and Prevention Project. Motion for funding was made by Edward Myers.
- Motion seconded by Greg Devorce.
- Tim Martin abstained from voting.
- Motion carried.

Motion 3:

- A motion to approve the proposal from Pilot Parents of Southern AZ. Proposal will address Self-Advocacy Development Project. Motion for funding was made by Edward Myers.
- Motion seconded by John Black.
- Motion carried.

## 2. University of Arizona, Sonoran UCEDD is requesting \$43,757 for Year 2 Project SEARCH.

The goal of Project SEARCH is to provide quality employment training to young persons with developmental disabilities through a series of intern rotations that lead to competitive employment in the community. In addition to training interns and assisting with acquisition of skills that are transferrable to a variety of business settings, Project SEARCH addresses job development for interns who upon graduation from the program have not secured employment with the host business or in the broader community through the program's referral network. Additionally, the program assists interns in accessing follow-along supports as need once employment is attained.

The first year of funding supported a part-time Coordinator position that pulled together an advisory board of agency, school and community stakeholders to help implement Project SEARCH in Maricopa County. In addition, various businesses were considered as the host business site, but no site has been secured as of the full Council meeting. The Coordinator for Project SEARCH has recently been meeting with Medtronic in Tempe, AZ and although the prospects look favorable, it has not been fully secured. Other businesses that are also being considered include St. Joseph's Hospital and Medical Center and Banner Thunderbird Medical Center.

In review of the Year 2 application, the Grants Committee had three concerns that needed to be addressed. 1. Seek another part time staff to assist in achieving the outcomes; 2. Reach out to various business coalitions and boards, such as the AZ Chamber of Commerce for partnership and to generate support and ideas; 3. Establish specific benchmarks to ensure implementation plan tasks can still be met in Year 2 funding. It is noted that the Grants Committee supports Project SEARCH; however with the lack of progress and barriers encountered in securing a business within a reasonable timeframe in first year, additional information and assurances are necessary for possible continuation of funding.

The Sonoran UCEDD presented a revised Year 2 proposal with more specifics and benchmarks. Specifically, if a host business site is not secured by the end of October 2011, along with executing a Memorandum of Understanding, and recruitment and selection of interns, then by December 15, 2011, the ISA with the Sonoran UCEDD will terminate.

- A Motion to approve the proposal from University of Arizona Sonoran UCEDD, Project SEARCH for Year 2 funding \$43,757. Motion for funding was made by Karla Phillips.
- Motion seconded by Greg Devorce.
- Matt McMahon voted No; Motion carried.

### 3. Arizona Center for Disability Law is requesting \$43,789 for Year 2 Legal Options Manual.

During the 2010 fiscal year, the ADDPC supported the ACDL in updating the Legal Options Manual and to provide five regional trainings by June 30, 2011, including trainings on the Navajo/Hopi Tribal Reservations (conducted by the Native American Disability Law Center). The ACDL is the States' Protection & Advocacy entity and as such, they are the legal authors to maintain and update the Legal Options Manual, as needed per changes to AZ law, and to educate and provide trainings to consumers and family members.

The request for second year of funding is to support ACDL staff and the demand for ongoing training in underserved and unserved communities that were not originally targeted in the first year. In addition, the Manual will be updated to reflect changes made to guardianship law and rights, and many of the forms throughout the manual need to be updated and exchanged for new versions from Attorney General Tom Horne's website.

As follow up surveys are collected, suggested changes and modifications from consumers and families will be reviewed and incorporated in the revised Manual for 2011-2012. The ADDPC will cover the costs of the printing of the Manual. The ACDL is recommending 3,000 copies (1,500 for ADDPC; 1,500 for ACDL), as well as 1,000 in Spanish (500 for each organization). A portion of the printed Manuals will be printed in large font (18 pt. font).

In review of the Year 2 application, the Grants Committee had one concern. The ACDL was requested to provide a revised budget summary and budget narrative that broke out the salaries from legal fees to FTE's based on their rate and time devoted to the project over 12 months. In reviewing the revised information, the ACDL did not present the revised budget in the format of FTE for salaries, as it was explained to the Committee that this would cause the ACDL in not having sufficient non-federal funds to meet the required 25%

match for the project. The Committee understood the situation and fully supports this project. However, going forward on any new proposals, the ACDL will need to submit their budget/salaries calculated at an FTE cost to ensure fairness on what is actually being requested by the Council.

- A Motion to approve the proposal from the AZ Center for Disability Law, Legal Options Manual for Year 2 funding \$43,789. Motion for funding was made by Susie Cannata.
- Motion seconded by John Black.
- Edward Myers abstained from voting.
- Motion carried.

#### 4. Transportation Proposal submitted by the University of Arizona, Sonoran UCEDD, Year 1 for \$139,156.

The Sonoran University Center for Excellence in Developmental Disabilities is requesting funding for a project to increase accessible transportation capacity for persons with developmental disabilities living in Arizona towns and cities smaller than 82,000.

**Building Accessible and Sustainable Transportation for Increased Independence – Arizona (BASTIIA)** a multi-stage and multipronged community-based project with two ultimate outcomes: (1) to increase accessible transportation capacity for persons with developmental disabilities, their families and caregivers; (2) help these same people achieve greater independence via accessible and sustainable transportation systems. The activities under the grant will include:

- Conducting a literature review and needs assessment to identify the key features and obstacles and develop a systematic strategy aimed at implementing a sustainable and accessible transportation system.
- Identify (4) cities and towns smaller than 82,000 people with relatively high proportions of persons with developmental disabilities.
- Determine which of the (4) identified Arizona communities may benefit most from increased transportation services based on such issues as the degree to which they have existing human, material, and financial resources that may be effectively adapted and mobilized toward developing an accessible transportation system.
- Develop and implement one transportation pilot model in the identified community that will increase the capacity of persons with developmental disabilities and their families to achieve greater independence through improved and enhanced transportation services.
- Develop an evaluation framework for measuring identified outcomes related to successfully reproducing the model. Evaluate the pilot transportation model to determine its applicability to other Arizona communities under 82,000.

The project's success will be evaluated by measuring the degree to which it succeeds in achieving the two main outcomes: (1) increasing accessible transportation capacity for persons with developmental disabilities, their families and caregivers, and (2) helping these same people achieve greater independence through improved and enhanced access to accessible and sustainable transportation systems. Additional project activities, evaluation and outcomes are described in the implementation plan.

- A Motion to approve the proposal from the University of Arizona, Sonoran UCEDD for the Transportation project, funding \$139,156. Motion for funding was made by Marv Lamer.

- Motion seconded by Greg Devorce.
- Motion carried.

#### 5. Employment Video Project for \$25,000.

The Council has listed in their new state plan objectives to address competitive integrated employment and working with businesses to increase their knowledge about hiring persons with developmental disabilities. The ADDPC is proposing videos that will be aimed at a target audience of employers and consumers in relaying a visual/audio accounting of persons with developmental disabilities working in integrated employment settings.

Larry Clausen met with ADHS Video Department to discuss the competitive employment success stories created as videos. Different business and persons with developmental disabilities will be targeted and a total of five vignettes will be developed. The cost includes DVD duplication, shooting for broadcast television and web upload. Also included in the costs are travel time and talent fees.

Council members were intrigued with this concept and provided a lot of input for consideration. Important issues to consider as this is being developed include the following:

- What other employment videos already exist;
- Who is the target audience and how should each video address the target groups;
- What is the length of each video; Will they be done in Spanish;
- Who will write the scripts for each video? Who will provide outside input to make sure it is appropriate;
- Great Scotts Production was brought up by Matt McMahon as a vendor that does this type of work; in addition, various businesses and locations should be considered;
- Chuck Ryan offered to Larry Clausen to meet with ADC's video production team, specifically Scott Anderson;
- Karla Phillips stated topics and scripts should be reviewed by the Council.

- A Motion to approve the Employment Video Project for \$25,000.
- Motion for funding was made by John Black.
- Motion seconded by Greg Devorce.
- Susie Cannata and Will Humble abstained from voting.
- Motion carried.

#### 6. NACDD Annual Dues for \$11,852.

The ADDPC is an ongoing member of the National Association of Councils on Developmental Disabilities which is the sole organization representing State Councils in the U.S. The annual membership fee is calculated on a percentage of the ADD award grant provided to each state Council annually. The NACDD is based in Washington, D.C., serves as a primary link to key contacts, including Congressional members and staff, national organizations serving and supporting persons with developmental disabilities, and federal officials and agencies, including the DHHS and ADD. Additionally, NACDD maintains a contract with ADD to provide technical assistance to Councils through the Information and Technical Assistance Center for Councils (ITACC). NACDD also supplies federal legislative updates, position and policy briefs, and hosts conferences and seminars.

- A Motion to approve the NACDD Annual Dues for \$11,852. Motion for funding was made by Matt McMahon.

- Motion seconded by Rhonda Webb.
- Motion carried.

**G. Break**

**H. Administrative/Planning Committee**

Due to the lack of time on the agenda, the items listed to discuss and approve are tabled. The following agenda items will be brought forward to the full Council at their next meeting:

1. Council Policy Revision
2. 2011 By-Laws Revision
3. Executive Director Annual Review

**I. Next Meeting Date**

Friday, November 4, 2011

9:00 am – 12:00 PM

100 N. 15<sup>th</sup> Avenue, 3<sup>rd</sup> Floor Conference Room

**J. Call to the Public**

None

**K. Adjournment**

Chair adjourned the meeting at 12:00 pm